



DISCIPLINARY POLICY

Purpose and background

The disciplinary policy exists to outline what disciplinary measures can be taken against an individual who is a member of Föreningen Ekonomerna or has been a member of Föreningen Ekonomerna.

The purpose of the disciplinary policy is not to make Föreningen Ekonomerna a judgmental or punishing organization. Therefore, it is up to the board to decide upon if a reported suspicion of violation should be investigated in accordance to this document, or if the matter should be dealt with in other ways. This applies to all cases except if the person accused of violation(s) is a member of the board.

Definitions used throughout the document

Concerned individual – The individual accused of violations and is therefore subject of an investigation.

Investigating authority – The group conducting the investigation of an errand – usually the Disciplinary Committee.

The investigating authority

The investigating authority is made up of the Disciplinary Committee and if deemed necessary additional members. The Disciplinary Committee is comprised of the President, the Vice President, 2nd Vice President and the Internal Auditor.

If the concerned individual is a member of the Board the Disciplinary Committee consists of the President, the Internal Auditor, the Inspector and The Lord/Lady Marshal.

The investigating authority can be expanded to include other individuals. This should only be done if the investigated incident is impossible for the disciplinary committee to objectively judge without insight from a larger group. This may include, and is limited to, other members of the board, members of the operational management group, members of the ministry of marshals, the Inspector and the Internal Auditor.



If any of the above-mentioned members of the investigating authority is subject to the investigation, is biased in question or otherwise considered inappropriate to investigate the specific errand, then his/her place should be made vacant. Assessing whether that is the case or not can be done both by the individual concerned or if agreed upon by two other members of the investigating authority.

The Disciplinary Committee is chaired by the President, unless he/she is considered inappropriate to investigate the errand.

Reasons for a disciplinary investigation

Any individual or group of individuals suspected of any of the following could be subjected to a disciplinary investigation:

- a) Disrupts operations at Föreningen Ekonomerna to the extent that it harms the organization profoundly,
- b) Damages or seizes property that belongs to Föreningen Ekonomerna, is used in its operations or is located in premises or areas where Föreningen Ekonomernas events take place,
- c) Subjects any member of Föreningen Ekonomerna, employee of Stockholm University or any other person present at Föreningen Ekonomernas events to discrimination or harassment,
- d) Is accused of an act, related to Föreningen Ekonomerna or a person linked to the organization, which may reasonably be assumed to constitute a violation of Swedish Law¹,
- e) Acts in a way that is likely to seriously damage the reputation of Föreningen Ekonomerna,
- f) Otherwise violates Föreningen Ekonomernas statute, policies or other steering documents,
- g) Has been subject to a disciplinary action as a result of an investigation by Stockholm Business School, Stockholm University or other student association at Stockholm University.

Disciplinary action may not be taken later than one year after the misbehavior.

¹ In such cases the matter should also be reported to the police.

Disciplinary measures

The following disciplinary measures can be taken against the concerned individual:

- h) Notification in the archive
- i) Warning
- j) Liability to compensate
- k) Temporary suspension
- l) Motion of exclusion at an Association Meeting

More than one disciplinary measure can be taken against an individual found guilty of misbehavior.

The board shall be notified of any decision of any measure taken by the investigating authority before the measure takes effect.

Notification in the archive

A decision for a notification in the archive entails that the concerned individual and the misbehavior is noted down in the disciplinary archive. If the concerned individual is subject to an additional disciplinary investigation in the future, that investigating authority may take the disciplinary archive into consideration when deciding on a suitable disciplinary measure as a result of that investigation.

Any notification in the disciplinary archive should be deleted after two years have passed. The disciplinary archive shall only be accessible to members of the Board, the Internal Auditor, the Inspector and the Chair of the Election Committee and the information archived may not be shared with anyone else. The disciplinary archive is stored digitally, and excerpts may not be printed. The Chair of the Election Committee may present information from the disciplinary archive at an Association Meeting if the information regards an applicant to a position within the board or other trustee position.

Upon a decision for a notification in the archive, the Board, the Internal Auditor, the Inspector and the Chair of the Election Committee shall be notified through e-mail of the Disciplinary Committee's decision.



Warning

A decision of warning entails that the concerned individual will be warned about possible suspension.

A decision of warning also entails that a notification in the archive is made.

Upon a decision of warning, the Board, the Internal Auditor, the Inspector, the Chair of the Election Committee and if relevant, the Chair(s) of the Committee(s) in which the member is active in shall be notified through e-mail of the Disciplinary Committee's decision.

Liability to compensate

A decision of liability to compensate entails that the concerned individual should compensate the economic loss the individual has caused Föreningen Ekonomerna. It is up to the investigating authority to decide upon if compensation should be of the full amount or parts of it. Any liability to compensate should also be in line with the financial policy.

A decision for liability to compensate also entails that a notification in the archive is made.

Upon a decision of liability to compensate, the Board, the Internal Auditor, the Inspector, the Chair of the Election Committee and if relevant, the Chair(s) of the Committee(s) in which the member is active in shall be notified through e-mail of the Disciplinary Committee's decision.

Temporary suspension

A decision for temporary suspension means that the concerned individual for a certain period may not participate in events, activities or hold positions within project groups organized by Föreningen Ekonomerna. A decision for temporary suspension may be limited solely to a specific part of Föreningen Ekonomerna's venues or activities. E.g. limited to just one committee's activities.

A decision for temporary suspension also entails that a notification in the archive is made.

Upon a decision for temporary suspension, the Board, the Internal Auditor, the Inspector, the Chair of the Election Committee and the Operational Management Group shall be notified through e-mail of the Disciplinary



Committee's decision.

Motion of exclusion at an Association Meeting

A decision for motion of exclusion at an Association Meeting means that a motion will be sent by the investigating authority to the next Association Meeting as outlined in §13 of the statute. In accordance with §13 of the statute the board may take an interim decision in the matter. This measure should be reserved for severe misbehavior.

A decision for motion of exclusion at an Association Meeting also entails that a notification in the archive is made.

The investigation

1. Founded suspicion of misbehavior as outlined in the chapter regarding Reasons for Disciplinary measures shall be notified either in writing to the President or through the Whistleblow function on the website which is addressed to the President, Vice President, the 2nd Vice President and the Internal Auditor.
2. The board should be informed of any received report of misbehavior and if a disciplinary errand has been initiated. The board shall only be informed of who the concerned individual is in the case of a decision being made to take a disciplinary measure.
3. The President shall ensure that the matter is thoroughly investigated.
4. The investigation shall take place in the confidentiality around the investigated parties. Exceptions may be made if it poses an obstacle to the investigation.
5. The investigating authority shall provide the individual(s) that is concerned in the errand an opportunity to express their opinion on the matter. In order to do so, the individual(s) concerned in the errand shall receive a summary of the accusations brought up against them, and the paragraphs violated as soon as they are informed that an errand is conducted against them.
6. Any decision regarding disciplinary measures is taken by a majority vote within the disciplinary committee, where each member who has participated in the investigation has one vote.



7. If a decision is made to take a disciplinary measure, the concerned individual shall be the first to be notified and they shall be notified within 24h of a decision being made.
8. All meetings convened by the investigating authority should be protocolled and include the following
 - a. The persons who have participated in the investigation.
 - b. Background and turn of events.
 - c. Paragraphs that have been violated.
 - d. The reason why they have been breached and the investigator's comments.
 - e. Decision.
 - f. The basis for decisions.
9. The protocols shall be saved for two years and be available in connection to the disciplinary archive. These protocols should only be available to those with access to the disciplinary archive.
10. The board should be notified of the decision at the next board meeting.
11. The board can revoke a decision made by the investigating authority with a $\frac{3}{4}$ majority vote.